

# Boy Scout Troop 876

## Midlothian, Virginia



## Operating Procedures

### Version 2010

#### **Purpose of the Operating Procedures**

To be a guide in advising every Scout and Scouter on what is expected of them, what is acceptable and what is not. It outlines the application of general BSA policies to specific situations regarding the Troop.

The Troop Committee is the final authority for implementing BSA policy in the Troop. Proposed changes to Troop policy can be submitted to any adult leader or Troop Committee member for review at a Troop Committee meeting.

Reference websites:

BSA Official Website - <http://www.scouting.org/>

Troop 876 Official Website - <http://www.troop876.com/>

Heart of Virginia Council - <http://www.scoutingvirginia.org/>

#### **Introduction**

*Welcome to Troop 876, Boy Scouts of America.*

The emphasis of a Boy Scout program is to promote and encourage Scout leadership. In support of this program Troop 876 adult leaders are present as advisors, ensuring safety and keeping the program oriented toward Scouting ideals. Scout leaders will run camping trips and day trips, troop, patrol and Patrol Leader council meetings, not the adults. But, boys are "boys," and there may be many times when you will question, "Why are they so disorganized?" "Why are the meetings so noisy and unproductive?" and "Why don't the adults step in and do something?" In Scouting we believe that the best way to develop leadership is to let the boys have as much freedom as possible; applying just enough adult authority to keep them safely focused on the task at hand. As long as they are sincerely trying to accomplish the duties of their positions, they are learning the rudiments of leadership.

Once again, Welcome to Troop 876. Keep in mind, Scouting is a family activity and we encourage parents to be involved in their Scout's development. Historically, Scouts who benefit the most from Scouting and who advance the furthest are those whose parents are actively involved in the program.

## **Aims and Methods of the Scouting Program**

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness. The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

### **Ideals**

The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

### **Patrols**

The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

### **Outdoor Programs**

Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.

### **Advancement**

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

### **Associations with Adults**

Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the Troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

### **Personal Growth**

As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

### **Leadership Development**

The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

### **Uniform**

The uniform makes the Boy Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

# TABLE OF CONTENTS

<b>I. Chapter 1 - Parent Participation.....</b>	<b>5</b>
1. General .....	5
2. Personal Growth Agreement.....	5
<b>II. Chapter 2 - New Scouts .....</b>	<b>5</b>
1. General .....	5
2. Troop Information Packet.....	5
3. Troop Administrative Requirements.....	5
4. Troop Uniform Policy: .....	6
5. Troop Financial Information.....	6
6. Troop Annual Calendar .....	7
<b>III. Chapter 3 - Troop Organization.....</b>	<b>9</b>
1. General .....	9
2. Organization .....	9
<b>IV. Chapter 4 - Adult Leader Policy.....</b>	<b>11</b>
1. General .....	11
2. Adult Leader Training .....	11
3. Adult Leader Meetings .....	11
4. Adult Leader Conduct.....	11
<b>V. Chapter 5 - Scout Leader Policy.....</b>	<b>12</b>
1. General .....	12
2. Scout Leadership Positions .....	12
3. Troop Elections.....	12
4. Leader Qualifications.....	12
5. Junior Leader Training .....	13
6. Impeachment .....	13
7. Patrol Leaders' Council.....	13
<b>VI. Chapter 6 – Advancement.....</b>	<b>13</b>
1. General .....	13
2. Advancement Policy.....	14
3. Merit Badges.....	14
4. Service Projects .....	15
5. Star, Life and Eagle Rank Requirements .....	15
6. Scout Spirit and Participation .....	16
7. Order of the Arrow .....	16
<b>VII. Chapter 7 – Discipline .....</b>	<b>16</b>
8. General .....	16
9. Obedience .....	16
10. Enforcing Discipline .....	16
11. Reinstatement Review Board.....	17
12. Drugs, Alcohol and Tobacco.....	17
13. Dos and Don'ts / Electronic Devices .....	17
<b>VIII. Chapter 8 - Outdoors Activities .....</b>	<b>18</b>
1. General .....	18
2. Planning Activities.....	18
3. Supporting Activities .....	18
4. Activity Costs .....	19
5. Camping .....	19
<b>IX. Chapter 9 – Equipment .....</b>	<b>20</b>
1. General .....	20
2. Equipment Categories.....	20

3.	Control of Equipment .....	20
4.	Duties and Responsibilities.....	20
5.	Equipment Safety.....	21
6.	Damage to equipment .....	21
7.	Gear for New Scouts.....	21

## I. Chapter 1 - Parent Participation

### 1. General

The adults who provide supervision, support and time to make Troop 876 a success are volunteers. They will need your help. How you support your son's new troop depends on your talent and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, serve on the Troop Committee or serve in some other leadership positions. Whatever your role, the Troop needs you to keep it operating as a quality unit. Please complete the Troop resource survey and return it to the Scoutmaster or Troop Committee Chairman.

### 2. Personal Growth Agreement

The Scoutmaster will discuss with your son his strengths and interests and recommend ways he can use these in his Scouting activities. It will be up to your son to decide the goals he sets for himself as a growth agreement. The Scoutmaster will encourage and counsel your son along the way. Your interest in his growth in Scouting is vital in helping him to realize his personal responsibilities.

## II. Chapter 2 - New Scouts

### 1. General

The Troop is very large with a dynamic membership. Currently, the Troop enrolls 8-15 new Scouts per year. A majority of the new members advance from the Webelos program; but the Troop also attracts new boys to Scouting as well as Scouts from other troops.

- a. The Scoutmaster, Senior Patrol Leader or representative members from the Troop will attend the Webelos bridging ceremony for any Den giving advance notice of boys intending to join the Troop. At the ceremony, each of these Webelos will be officially welcomed to Troop 876.
- b. Boys advancing from Webelos will form a new Scout patrol. The Scoutmaster will designate a Troop Guide and an Assistant Scoutmaster to work directly with them. The Troop Guide and Assistant Scoutmaster will ensure all new Scouts are properly oriented to the Troop by providing the boys with necessary information, forms and counseling.
- c. If a Scout is not bridging from a Webelos Den, he will be placed in a patrol with others of his age or skill level.
- d. All new Scouts will receive a Troop numerals patch, red epaulets, Troop neckerchief and woggle when they join the Troop. A Troop tradition is the neckerchief and woggle are on loan to the Scout and is earned only when he attains the rank of Eagle Scout. If a Scout leaves the troop before attaining the rank of Eagle, he should return the neckerchief and woggle to the Scoutmaster.
- e. Parents, Webelos Den Leader or Pack may give the new Scout his Boy Scout Handbook as a gift for completing Arrow of Light or as a joining gift.

### 2. Troop Information Packet

This information is designed to give a new Scout and his parents details about Scouting and Troop 876. It includes:

- Troop 876 Operating Procedures.
- Troop Budget
- Troop Parent Permission Form (for the monthly Troop outdoor activity).
- Troop Resource Survey. (Parents, please give serious thought to help the Troop.)
- Annual Troop Calendar.
- Roster of Troop members.

### 3. Troop Administrative Requirements

Before any Scout participates in his first Troop event, the following items must be returned to the Scoutmaster or one of his assistants:

- Completed BSA application along with prorated share of the annual dues to pay for registration, Boys' Life subscription and insurance.
- BSA Medical Release Form (parent's authorization for emergency treatment).
- Troop Parent Permission Form.

#### 4. Troop Uniform Policy:

- a. Wearing a uniform "shows Scout spirit."

It is not the purpose of the Scout uniform to hide the differences between boys or make them feel they are all the same. Scouts come from all racial and ethnic backgrounds. They have their own religious beliefs and family traditions. Scouting wants boys to take pride in these differences rather than to hide them or be ashamed of them. There is one way all Scouts are alike. Whenever a Scout sees another Scout in uniform he knows he is like that person because both have committed to the principles of the Scout Promise and Scout Law. This is important in a time when there are too many things dividing people. The Scout Oath and Law bind all Scouts, the world over, in a common purpose. The Scout uniform identifies Scouts openly with someone of the same beliefs and values. By wearing the uniform Scouts are taking an open stand for their convictions.

- b. BSA policy allows a troop several options regarding uniforms. Our Troop has selected the following:

I. Class A:

- Scout shirt (long or short sleeve).
- Scout trousers (long or short).
- Troop neckerchief and woggle.
- Any closed-toe shoes or boots (as a safety precaution we recommend Scouts do not wear sandals at Scouting events or meetings.)
- Scout belt (may be any Boy Scout related belt).
- Scout socks (any length).

*Note: The Order of the Arrow (OA) sash is only worn at OA functions. The merit badge sash is a required uniform item for all Court of Honor ceremonies and special occasions designated by the Scoutmaster. (A merit badge sash is required after six merit badges are earned.)*

II. Class B:

- Scout T-shirt.
- Scout trousers (long or short).
- Any closed-toe shoes or boots.
- Scout belt (may be any Boy Scout related belt).
- Scout socks (any length).

*Note: This uniform is authorized for meetings during the summer when school is not in session.*

- c. Scouts will be advised of the dress code prior to all Scouting activities. Encourage your Scout to comply. An entire Class A uniform will be required for a Board of Review and Court of Honor ceremony, Scout Sunday, some district, council and out-of-council events, e.g., summer camp.
- d. New uniforms are available for sale through Heart of Virginia Council's office located at 4015 Fitzhugh Ave., Richmond, Virginia. The Troop also has a uniform exchange. Refer to the Troop Directory for the person responsible for the uniform exchange.

If for any reason a Scout cannot afford a uniform, the Troop can help arrange for one. A note, signed by the Scout's parents or guardian, stating financial circumstances will be presented to the Scoutmaster or Troop Committee Chairman. Personal details will remain confidential.

- e. Scout leaders will conduct uniform inspections at least once a quarter.

#### 5. Troop Financial Information

The Troop budget year starts September 1 and ends on August 31.

- a. **Dues:** Dues are \$45 per year are due the first meeting night in November. Scouts joining the troop between March and June will pay \$35. Scouts joining the troop between July and October will pay \$25. Scouts who are delinquent in their dues will not be permitted to advance or participate in Troop camping or outdoor events. Financial problems are understood. If such occurs let us know so we can work out an agreeable payment plan to keep your Scout active. Annual dues to Council, paid for by the Troop from the \$45, encompass BSA membership dues of \$15 per registrant (Scouts and adults), a subscription to Boys' Life magazine (usually 1 per household) - \$12, and insurance - \$2 (Scouts and adults). Remaining portion of \$16 per Scout is for Troop operation.
- b. **Troop Eagle Challenge Scholarship Program:** The Eagle Challenge Scholarship Program rewards college scholarships to Scouts who have earned the rank of Eagle Scout and have been active in the troop through their scouting years. The Troop Committee determines the amount of the scholarship. In order to qualify, a scout must achieve the rank of Eagle Scout, must be active in the troop through to their 18<sup>th</sup> birthday or until they graduate from high school (whichever comes first), must plan on attending a post-secondary educational institution, must show appropriate scout spirit, must be approved by the committee, and must complete their senior year of high school. *Note: Active participation in other BSA related venues (such as Order of the Arrow & Buckskin) do not qualify as Troop participation.* Active means participation in at least 50% of all Troop activities (such as meetings, outings, service projects, etc.) until they reach 18 years of age or graduate from high school, whichever comes first.
- c. **Troop Fund Raising:** The Troop needs all Scout families to support and participate in each of the following fundraising activities.
  - I. As a minimum, three fund raising events are conducted each fall: barbeque sales, peanut sales and popcorn sales. Profits from the barbeque sale are used to operate the Troop as well as support high adventure and summer camp trips, Troop equipment purchases, and Eagle Scout scholarships. Profits from all other fund raising events are deposited in each Scout kitty.
  - II. Each year, the Troop accepts Ukrops Golden Gift Certificate donations. The proceeds from this program are used to support the Troop's Christmas benevolence program.
  - III. Uniform items older Scouts have outgrown are offered for sale at a nominal price. Proceeds from items placed in the uniform exchange (properly marked with the Scout's name) will be credited to the Scout's kitty. Proceeds from the sale of uniform items not properly labeled will be credited to the Troop's general fund.
- d. **Heart of Virginia Council Fund Raising:** Financial resources for the Heart of Virginia Council come from many sources. One of them is the Troop's annual Friends of Scouting (FOS) campaign. This program solicits monetary donations from Scout parents to help the Council finance: professional staff supervision, organization of new Scouting units, service for existing units, training of volunteer leaders, and maintenance of council camps and facilities. These contributions also provide the necessary resources to operate the local council service center, where volunteer leaders can obtain literature, insignia, advancement badges, and other items vital to the program.
- e. **Scout Kitty:** Scouts get all the profits from their peanut and popcorn fund raising. (*Note: A Ukrops Golden Gift Certificate donation cannot be placed in a Scout's kitty.*) They do not actually get the money. It is placed in each of their individual kitties that are maintained by the Troop Treasurer. A Scout kitty can be used to pay for any Troop or Scout-related activity. It can also be used to purchase any type of outdoor personal gear or equipment. If a Scout leaves the Troop, he must spend his kitty funds within one year; else, his money will be placed in the general Troop fund.
- f. **Camping or Outdoor Event Costs:** Each Scout participating in a Troop camping or outdoor event shares the cost of the trip. Actual costs are determined by patrol and normally include only food and supply costs (but may include camp admission fees, transportation, etc.).
- g. **Reimbursement Procedures:** Many times, adult leaders, parents and/or Scouts incur personal expenses directly supporting Troop activities and functions. To be reimbursed, a receipt for the service, supplies, and/or equipment purchase is required. The receipt(s) must be submitted to the Troop Treasurer. The Treasurer will coordinate the Troop Committee Chairman's review of the expenditure(s) and reimbursement authorization.

## 6. Troop Annual Calendar

Troop meetings and monthly events are planned for a 12-month period from October 1 through September 30. The Senior Patrol Leader will ask all Troop members for their input on possible monthly activities when he initially prepares the annual

calendar. Then he will then hold a meeting of the Patrol Leaders' Council and adult leadership to prepare a draft calendar. The Scoutmaster will then take those proposals to the Assistant Scoutmasters to determine adult assignments for each outing. The draft calendar will then be presented to the Committee for approval. The Troop Committee will consider the proposal as part of the annual program and determine its supportability. After the Troop Committee approves the calendar, it is printed and distributed in the August-September timeframe.

- a. **Meetings:** Meetings, unless otherwise noted on the annual calendar, are held weekly at 7:00 p.m. to 8:30 p.m. every Tuesday during the Chesterfield County school year and from 7:30 p.m. to 9:00 p.m. during the summer when school is not in session. Parents are responsible for arranging transportation for their Scout. Scouts should not arrive more than 10 minutes prior to the meeting time and should be picked-up no later than 10 minutes after the meeting time unless otherwise directed by the Scoutmaster or prior arrangements have been made. Parents are responsible for their own child's safety before and after Scout meetings. Do not leave your Scout at the meeting place if no adult leader is present. Loitering is not permitted. Scouts are not permitted to loiter outside during meetings, nor are they permitted to leave the meeting hall without a responsible adult. If the Scout does not report to the Scout meeting, the Troop is not responsible for him. If a Scout has to be reprimanded multiple times during a meeting, the Scoutmaster may elect to have the Scout call his parents to come and pick him up early.
- b. **Monthly Camping Trip or Outdoors Event:** The Troop conducts a camping trip or outdoors event one weekend each month (normally the third weekend). These events promote advancement opportunities; fun, fitness, comradeship, and in many cases provide an excellent learning environment/opportunity.
- c. **Court of Honor:** The Troop conducts a quarterly Court of Honor ceremony to recognize rank advancement, merit badge awards, and plain old Scout hard work. This is a family affair so parents are encouraged to attend to honor all Scouts for their achievements. A Court of Honor will normally be held on a Tuesday during the months of February, May, August and November.

An Eagle Scout Court of Honor is a special ceremony, scheduled as required, separate from the quarterly ceremonies. All Scouts are expected to attend and parents are encouraged to attend and show support for the accomplishments of one of our "family." If a scout misses an Eagle Scout Ceremony, the Scoutmaster may require the scout to complete a special assignment before being able to have a Scoutmaster conference for advancement.

- d. **Summer Camp:** To give Scouts the opportunity to achieve BSA goals for long-term camping, the Troop attends at least one week of camp at an approved BSA facility during the summer. It is also Troop policy not to repeat summer camp at the same facility two summers in succession. This assures variety in the Troop's objectives for long-term camping and affords Scouts the opportunity to experience different camp programs. *Note: Normally the Troop will attend the Heart of Virginia Council's Camp Brady Saunders in even years and an out-of-council summer camp in odd years.*
- e. **High Adventure:** Each summer the Troop's older Scouts (generally 14 years old or greater) get the opportunity to participate in at least one of the BSA's High Adventure programs: a unique aquatic quest at the Florida Sea Base in the Florida Keys; a canoeing challenge at the Northern Tier in Minnesota or Maine; or a backpacking expedition at the Philmont Scout Ranch in New Mexico; or a special hiking trip, such as through the entire Shenandoah National Park or Rim-to-Rim in the Grand Canyon. Depending on the troop monies available, the committee may elect to reimburse up to \$100 of each participant's travel expense.
- f. **Recurring Troop Service Projects:** Any Scout can arrange for service projects that benefit the community. However, if the project will require Troop 876 resources, it should be presented to the Patrol Leaders' Council for discussion, scheduling and Scoutmaster approval. These are the Troop's recurring service projects:
  - I. **Road Clean Up:** The Troop participates in a road clean-up project 4 times each year along Charter Colony starting at Midlothian Turnpike to Woolridge Rd, then up Woolridge to Coalfield Rd at the YMCA. The road cleanup is done in memory of Larry Rosendale, a former Assistant Scoutmaster at Troop 876.
  - II. **CARITAS Program:** In conjunction with Mt. Pisgah United Methodist Church, the Troop supports the CARITAS (Churches Around Richmond Involved to Assure Shelter) Program up to twice each year. This normally involves setting up on Saturday's at the Mt. Pisgah gymnasium as well as preparing/serving a meal on Tuesday night.
  - III. **Scouting For Food:** Each year the Troop solicits the Midlothian community for canned food donations to support local food banks. This is done the first and second Saturdays of November. In recent years the troop has been

asked to help with staffing at one of the District's Collection Centers. The Patrol that is currently in the ninth grade serves at the Collection Center.

- IV. **Christmas Benevolence Program:** Every November the Troop sponsors an effort to meet the needs of a Chesterfield family in need at Christmas time.
- V. **Flags:** Seven times a year Troops 897 and 876 alternately raise and lower flags in the town of Midlothian, weather permitting. In even numbered years Troop 876 does Memorial Day, Independence Day, and Midlothian Day. In odd numbered years we do President's Day, Flag Day, Patriot's Day (September 11<sup>th</sup>), Veteran's Day, and Martin Luther King Day. Typically middle school students raise the flags starting at 7am (or at 8am if the day is a holiday or a weekend day) and high school students serve to lower the flags at 6pm.
- VI. **Scout Sunday:** Every February Scouts display "reverence" by wearing their Scout uniform to church. Traditionally we perform this service as a Troop at Mt. Pisgah United Methodist Church, the Troop's sponsor. We generally attend the 8:15am service. We meet at Jewett Bass Hall at 8 am to go over to the sanctuary as a group. Typically we do this the second Sunday in February.

### III. Chapter 3 - Troop Organization

#### 1. General

The Troop is organized in accordance with BSA guidelines. The following descriptions highlight major areas within Troop 876's organization. For up-to-date changes in adult leadership, see the Troop 876 website at [www.Troop876.com](http://www.Troop876.com).

#### 2. Organization

- a. **Chartering organization:** Mt. Pisgah United Methodist Church is the chartering organization (CO) for BSA Troop 876. The charter allows the Church to host a BSA troop for its community and youth objectives. In turn the Church agrees to support the Troop by providing a safe meeting place with adequate facilities. The primary function of the CO is to select and approve all adult leaders (SM, Assistant Scoutmaster, Committee Chairman and members). The chartering organization is responsible for background checks of all adult applicants and will have the final approval for adults filling positions with the Troop.
- b. **Chartering organization representative:** A member of the church who serves on the Troop Committee and acts as a liaison between the Troop and the chartering organization. He or she selects a Troop Committee Chairman and encourages training, helps recruit other adult leaders, assists in unit rechartering, encourages service to the organization and is an active member of the district committee.
- c. **Troop Committee:** The Troop Committee ensures the Troop functions in accordance with BSA policy, the adult leadership is adequately trained/qualified, and the adult leadership develops and delivers a quality Scout program. The Committee also executes various administrative and support functions. Committee meetings are held on the first Tuesday of each month and at other times when needed. The Troop Committee consists of:
  - I. **Committee Chairman** - The Committee Chairman serves as the Troop Committee "chairman of the board."
  - II. **Secretary** - Attends all Committee meetings, takes minutes and types and distributes minutes for approval.
  - III. **Treasurer** - Responsible for the Troop's financial records (this includes the recording of all incoming and outgoing monies) and provides a monthly written report on Troop finances to the Troop Committee. The yearly projected Troop budget is to be compiled and submitted to the Committee for review at the August Committee meeting.
  - IV. **Advancement Coordinator** - Responsible for the administration of the Troop advancement program, keeps records and prepares reports for submission to the Council.
  - V. **Merit Badge Coordinator** – Responsible for distribution and collection of "blue cards" used for Merit Badge work.
  - VI. **Training Coordinator** – Encourages all adults involved in the troop to obtain the necessary training they need to be successful as volunteer leaders. The coordinator also keeps a record of all adult leader training.
  - VII. **Equipment Coordinator** - Responsible for working with the Troop Quartermaster to ensure control and maintenance of Troop equipment.

- VIII. **Transportation Coordinator** - Works with the Scoutmaster to determine transportation requirements for camping trips and special events and organizes drivers and vehicles for events. Prepares tour requests and submits to council.
- IX. **Uniform Exchange Coordinator** – Responsible for receiving and distributing uniforms for exchange. Also is responsible for obtaining and distributing troop uniform parts: t-shirts, numerals and epaulets.
- X. **Barbecue Chairman** – Responsible for orchestrating the troop's annual fundraising barbecue.
- d. **Scoutmaster:** The Scoutmaster is responsible for overseeing the operations of the Troop. He serves as the "chief executive officer." His main responsibility is Scout development and utilization of Assistant Scoutmasters. The Scoutmaster attends Troop Committee meetings in order to discuss Troop status and the monthly/annual program of events.
- e. **Assistant Scoutmaster:** Each Assistant Scoutmaster serves roles around the monthly program and monthly outing. It is NOT the role of the Assistant Scoutmaster to conduct the monthly program nor completely direct the monthly outing. Rather, he/she is to mentor and coach a scout in that duty. He/she is also assigned additional duties as required.
- f. **Senior Patrol Leader:** The Senior Patrol Leader is the Scout leader of the Troop. He sets the agenda and presides at all Patrol Leaders' Council meetings, runs weekly Troop meetings, appoints other Scout leaders, and assigns additional Scout duties as required.
- g. **Assistant Senior Patrol Leader:** The Assistant Senior Patrol Leader assists the Senior Patrol Leader in conducting meetings and acts as the Senior Patrol Leader in the Senior Patrol Leader's absence. He is responsible for training and giving direction to the Quartermaster, Scribe, Historian, Librarian and Scout Instructors.
- h. **Patrol Leader:** Patrol Leaders are responsible for their individual patrols. They preside at patrol meetings, as well as control their patrol during Troop functions. They represent their patrol at Patrol Leaders' Council meetings and report to the Senior Patrol Leader for all matters concerning their patrol.
- i. **Assistant Patrol Leader:** Assistant Patrol Leaders serve as Quartermaster's for their patrol, assuring that the appropriate troop gear is secured for each outing from the Troop's Quartermaster and that it is returned clean and dry promptly after each outing.
- j. **Instructor:** Older Scouts who have advanced in rank and training are an excellent source of skills and knowledge the Scoutmaster and Senior Patrol Leader can use to support the Troop's annual training program. The Scoutmaster and the Senior Patrol Leader appoint instructors.
- k. **Venture Scouts:** The Troop may from time to time participate in the BSA Venture program. A Venture crew operates much the same as a Patrol. It is organized to pursue high adventure activities of interest to older or more senior Scouts. Presently Venture Crew 876 is active. They will periodically join Troop 876 on outings and activities but are not funded by troop finances.
- l. **Troop Guide:** An older, experienced Scout appointed by the Scoutmaster and the Assistant Scoutmaster (New Scouts). He helps younger Scouts progress through their early Scouting ranks. Usually two are assigned to a new Scout patrol to help it function properly.
- m. **Senior Scout on Outings:** For each outing a Scout is designated as the Senior Scout or the Senior Patrol Leader for the outing. The responsibility of this scout is to attend the District Roundtable the month preceding the outing with the Scoutmaster in Charge of the outing. The Senior Scout should plan the program of the outing, possible including activities, games, advancement, campfire ceremony, and Sunday worship service.
- n. **Program Scout:** Each month a patrol will be designated as the Program Patrol. Similar to the Senior Scout on Outings, the Program Scout must attend the monthly District Roundtable in the month preceding with the Scoutmaster in Charge. The Program Scout must prepare generally two to three meetings during the month. The program might include advancement, skills training, physical challenge, patrol competition or similar.
- o. **Forming New Patrols:** The "patrol method" introduces Scouts to team building and the team concept. It places a certain amount of responsibility on young Patrol and Assistant Patrol Leaders and teaches them how to accept it. The

patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared, common experiences from camping or other outdoor events.

- I. Patrols will be organized by age and skill level whenever possible
  - II. Except for new Scouts transitioning from Webelos, there will generally be no more than twelve Scouts per patrol. The goal is to maintain patrol member integrity throughout an entire Scout career. Unfortunately, many times this is not possible. If it becomes necessary to reorganize patrols, the Scoutmaster and adult leadership will determine a new patrol organization.
- p. **Intra-troop transfers:** While the goal is to have Scouts in an environment that will enable them to work together and to learn from each other, the Troop recognizes from time to time, the "right mix" will not be achieved. Accordingly a Scout may request permission to change patrols. The decision to allow the change will be made by the Senior Patrol Leader and the Scoutmaster.

#### IV. Chapter 4 - Adult Leader Policy

##### 1. General

The adult leadership of Troop 876 has two major goals:

- Provide an environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities.
- Provide an adult organization structure that can adapt to changes in its staffing requirements.

In keeping with these goals the adult leaders will act primarily as advisors giving maximum opportunity for the Scouts to show responsibility.

##### 2. Adult Leader Training

Any adult who becomes involved with the Troop is strongly encouraged to take advantage of adult leadership training courses offered by the Shawondassee District, Heart of Virginia Council, BSA. This training ensures the Troop's adult leaders remain on target with the aims of Scouting. Until leadership training can be arranged, adult leaders should view the Fast Start video and become familiar with the Youth Protection Program guidelines for Boy Scout leaders. Adult leaders should complete the following courses marked "Required", the other courses are optional. On outings, individuals who have complete these courses may be required.:

- Youth Protection (Required)
- New Leader Essentials(Required)
- Leader Specific Indoor & Overnight Training (Required)
- Safety Afloat/Safe Swim Defense (Optional-but 1 trained individual is needed on all water outings)
- CPR (Optional-but 1 trained individual is needed on all outings)
- Climb on Safely (Optional-but 1 trained individual is needed on all climbing outings)
- Wilderness First Aid (Optional, but is required for backcountry events)
- Woodbadge (Optional, but highly recommended)

##### 3. Adult Leader Meetings

The Troop needs adult leaders to become involved with all aspects of the Troop program. The following is a list of some of the suggested meetings that adult leaders may attend:

- Regularly scheduled and special Troop Committee meetings
- District roundtables (generally the first Thursday of each month at Central Baptist Church)
- Quarterly Scoutmaster meetings
- Weekly Troop meetings
- Training sessions

##### 4. Adult Leader Conduct

Adult leaders will exhibit the ideals of Scouting when working with Scouts. They will strive to set the example. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath and Law. The Scoutmaster is responsible for the conduct of adult leaders. *Note: The use of alcohol is not permitted during any Scout activity. Adults who use tobacco products should do so discretely, and not in the presence of Scouts.*

## V. Chapter 5 - Scout Leader Policy

### 1. General

Like any other activity, a leadership role in the Troop requires an extraordinary commitment – usually time and dedication. Although Scouting is open to any boy at least 11 years of age, Troop leadership positions should only be considered by Scouts who:

- Demonstrate the proper example
- Are willing to give to the Troop more than they receive
- Are willing to put Troop activities on a higher priority than other comparable activities

### 2. Scout Leadership Positions

#### a. Elected positions:

- Senior Patrol Leader – Troop elected\*
- Patrol Leader – Patrol elected
- Assistant Patrol Leader- Patrol Elected
- Scribe – Troop elected
- Chaplain's Aide – Troop elected
- Quartermaster – Troop elected
- Librarian - Troop elected
- Historian - Troop elected

\*The Scoutmaster on occasion may appoint the Senior Patrol Leader.

*Note: The officers holding Scribe, Quartermaster, Librarian and Historian are required to perform one major project to improve his respective area. The Scoutmaster or Assistant Scoutmaster must approve this project. These projects will be separate and distinct from the service projects required for rank advancement. For example a new historian may construct his own record of the Troop during his tenure.*

#### b. Appointed positions:

- Junior Assistant Scoutmaster - Scoutmaster appointee
- Assistant Senior Patrol Leader - Appointed by the Senior Patrol Leader
- OA Representative - Scoutmaster appointee
- Troop Guide - Scoutmaster appointee
- Instructors - Scoutmaster appointee
- Bugler - Scoutmaster appointee
- Assistant Patrol Leader - Appointed by the Patrol Leader

### 3. Troop Elections

Troop elections are held semi-annually in August and February to give each member of the Troop maximum opportunity to serve. The elections will be conducted at the regular meeting just prior to the quarterly Court of Honor. Newly elected leaders will be announced and retiring leaders will be recognized for their work at the Court of Honor. Newly elected leaders assume their new positions at the first regular meeting following the August and February courts of honor.

- The Scoutmaster, the outgoing Senior Patrol Leader and the Committee Chairman will develop the slate of candidates for elected troop positions. A Scout can request to be added to the ballot by submitting his case in writing to the Scoutmaster a week prior to the election for the Scoutmaster's consideration. The outgoing Senior Patrol Leader will preside over the election, supervising the collection of ballots. Voting will be conducted by secret ballot. The Scoutmaster or an Assistant Scoutmaster and the outgoing Senior Patrol Leader or a junior Assistant Scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner. If more than two Scouts are running for a position and no one receives 50 percent of the votes a revote will be taken between the two candidates getting the most votes until one candidate receives a majority of the votes.
- Each patrol will elect its Patrol Leader. The election will be held immediately following the election of the Senior Patrol Leader. Only patrol members will vote for their respective Patrol Leader. Votes will be by secret ballots. Ballots will be counted and verified by the outgoing Patrol Leader and a Troop guide or Assistant Scoutmaster.
- An attempt will be made to get 100 percent of the Troop's membership in attendance during the night of the election. No election will be conducted if less than two-thirds the general membership is present.

### 4. Leader Qualifications

- a. **Senior Patrol Leader:** Must be at least a First Class Scout, at least 14 years old, and must have attended (or agree to attend) Buckskin Junior Leader Training or equivalent.
- b. **Assistant Senior Patrol Leader:** Must be a First Class Scout, must have served as a Patrol Leader, at least 13 years old, and must have attended or agreed to attend a Junior Leader Training course.
- c. **Patrol Leader and Assistant Patrol Leader:** Must be at least Second Class Scout, except in the New-Scout Patrol.
- d. **Other elected or appointed positions:** Must be a First Class Scout and must have attended or agreed to attend a Junior Leader Training course.

## 5. Junior Leader Training

When instructors are available the Troop will offer a Junior Leader Training (JLT) course twice per year, generally in March and in October. In addition, the Heart of Virginia Council offers Buckskin JLT once a year at Camp Brady Saunders. The Troop normally sends three Scouts each year, normally in August. All expenses are paid by the Troop.

## 6. Impeachment

Impeachment will be initiated only when the situation can not be reversed with direct leadership and added supervision by adult leadership. Impeachment proceedings against a Scout holding an elected or appointed position can be initiated at any time during his tenure in office. To initiate an impeachment a written petition must be presented to the Scoutmaster. As a minimum, it must address:

- Specifically why it is thought the Scout leader in question is not fit for office.
- Background circumstances regarding the problem.
- Signature of two-thirds of the membership of the patrol, in case of a Patrol Leader impeachment, two-thirds of the Patrol Leaders, in the case of the assistant Senior Patrol Leader or Senior Patrol Leader, or the Senior Patrol Leader and assistant Senior Patrol Leaders in the case of the other elected positions.

The Scoutmaster and his assistants will determine final judgment. The Troop Committee and parents of the Scout will be advised of all actions and circumstances behind the action.

## 7. Patrol Leaders' Council

The Patrol Leaders' Council is responsible for planning and conducting all Troop activities. The Troop Committee interacts with the Patrol Leaders' Council through the Scoutmaster. The Patrol Leaders' Council includes the following voting members:

- Senior Patrol Leader - Leads the Patrol Leaders' Council
- Assistant Senior Patrol Leaders
- All Patrol Leaders
- Troop Guide for new Scout patrol
- Scribe
- Other Scouts in leadership positions who may be required by the Senior Patrol Leader as approved by the Scoutmaster

The Patrol Leaders' Council meets monthly to:

- Plan the annual calendar of events
- Plan monthly events
- Plan and organize weekly meetings
- Assigns responsibility for planned events in accordance with the monthly activity
- Completion of the weekly meeting plan for each weekly meeting
- Discuss problems
- Make recommendations on improving Troop operations

## VI. Chapter 6 – Advancement

### 1. General

Advancement is how a Scout meets requirements to progress from rank to rank. It is a means to an end, not an end in itself. It is designed to help a Scout have an exciting and meaningful experience in Scouting.

- a. Education is the chief function of Scouting and the basis of the advancement program. A fundamental principle of advancement is a Scout's progress will be a natural outcome of his participation in patrol and troop activities.
- b. The Troop Advancement Coordinator will ensure the Troop's advancement program is conducted properly so all Scouts have an opportunity to advance.
- c. The Merit Badge Counselor will prepare and qualify Scouts earning a merit badge. There is no board of review procedure for merit badges.
- d. Public recognition for rank advancement and merit badge awards will be given at a Court of Honor ceremony.

## 2. Advancement Policy

Advancement in the Troop is dependent upon the Scout. He is expected to pursue advancement requirements, awards, badges and ranks at his own pace. We encourage him to involve his family, other Scouts, the Scoutmaster and any other sources to help him.

The Troop's normal program emphasizes Scouting skills and leadership training at weekly meetings and during monthly outdoor activities. As a matter of routine, merit badges will not be taught. Some meetings may focus on a particular merit badge as a means of introducing Scouts to the subject, but completion of the badge will be an individual effort. The Troop will provide guidance and assistance in completing merit badges outside the weekly meetings, e.g., classes prior to meetings or on camping trips and outdoor events.

- a. Advancement to Tenderfoot, Second Class and First Class concentrates on Scouting skills rather than merit badges. Skills will be taught by other Scouts and adult leaders and tested by Scouts of Star rank or higher. Advancement requirements for Star, Life and Eagle ranks emphasize merit badge work and leadership.
- b. A Scoutmaster conference must be completed at least one week prior to the monthly Board of Review (if the Scoutmaster is available). The only exception is if the Scoutmaster is unable to hold the conference. A board of review will be conducted monthly, typically on the last Tuesday of each month. The Troop Committee Chairman and Advancement Coordinator will organize it with the assistance of other Committee members.
- c. For a Board of Review, a Scout must be in full Class "A" uniform and have in his possession his Boy Scout Handbook with appropriate signatures and his current membership card.
- d. **Eagle Advancement:** An advancement packet discussing Eagle requirements can be obtained from the Scoutmaster upon completion of the Life Scout award. The packet contains the following items:
  - National BSA application
  - Eagle service project work book

## 3. Merit Badges

To earn merit badges the following sequential procedures will be followed by the Scout:

- Obtain merit badge application ("blue card")
- Contact the merit badge counselor and arrange meetings
- Complete the merit badge requirements under the guidance of the counselor
- Ensure the counselor signs the "blue card" verifying completion of all requirements
- Return the "blue card" to the Assistant Scoutmaster responsible for the blue cards and obtain his signature to indicate completion of the merit badge requirements. He will present the completed card to the Advancement Coordinator, who must have a completed merit badge application on record before any registration and procurement of the badge is initiated.
- There are 5 ways show merit badge completion. 1) A completed blue card or a photocopy of a completed blue card, 2) A completed merit badge white card, 3) The national scout registry, 4) the Troop 876 Troopmaster report, 5) a letter from a merit badge counselor that verifies completion (for lost blue cards). Specifically excluded are any approvals from people who are not registered merit badge counselors.

- a. **Merit badge Counselor:** Merit badge counselors will be registered adult members of BSA. The council and district advancement committee must approve merit badge counselors. The Troop Advancement Coordinator and the Scoutmaster will maintain a list of approved merit badge counselors. *Note: A parent cannot serve as Merit Badge Counselor for their son unless in an approved group setting.*

BSA policy prohibits one-on-one situations between adults and Scouts. A Scout must have at least one other person with him at each meeting with the Merit Badge Counselor. The buddy can be a parent or guardian, brother, sister, relative, friend or another Scout.

- b. **Group instructions:** Merit badges may be earned through group instruction. It is most practical when special facilities, expert personnel and/or limited counselors make individual instruction unrealistic. (Whenever possible, group instruction should be avoided because it bypasses a key purpose of the merit badge program – to work closely with a qualified adult.)
- c. A merit badge class cannot run concurrently with the regularly scheduled Troop meeting unless specifically approved by the Patrol Leaders' Council. With the approval of the Scoutmaster and Advancement Coordinator, merit badge classes may be scheduled prior to the regular meeting. (Scoutmaster approval will ensure reservation of a meeting place. Approval of the Advancement Coordinator will ensure approved counselors, "blue cards," merit badge books, and other administrative requirements are ready.)

#### 4. Service Projects

- a. **Star and Life:** Work on service projects for credit toward advancement to Star and Life ranks will be approved by the Scoutmaster before starting the project. Only adult leaders are authorized to sign-off service project requirements. If there is any doubt as to the validity of the project the matter will be referred to the Troop Committee for resolution.
- b. **Eagle:** Eagle Scout service projects will be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. The Scoutmaster, the Troop Committee and the district advancement committee will approve the project before any work is started. The Eagle candidate must take into consideration the lead-time required for Troop and district committee approval in planning work schedules. The Troop Committee requires the Eagle candidate to brief them on his project at a regularly scheduled Committee meeting. The brief will outline the scope, scale and requirements of the proposed project. The Committee will review the candidate's plan for completeness in planning and ability of the Troop to support the project to completion. The schedule of work will be examined in detail to ensure there are no major conflicts with other planned Troop activities. Upon completion of the service project, the Eagle candidate will provide the Scoutmaster with a written description of the project and, a schedule of participants with their hours worked.

#### 5. Star, Life and Eagle Rank Requirements

One or more of the following positions will be accepted as fulfilling the leadership requirements for the designated ranks. The Senior Patrol Leader and Scoutmaster must agree that scouts who served in these positions fulfilled the requirements specified.

- a. **Star and Life ranks** - one or more positions with six months in office:
 

<ul style="list-style-type: none"> <li>• Patrol</li> <li>• Den Chief</li> <li>• Troop Chaplain Aide</li> <li>• Troop Scribe</li> <li>• Troop Quartermaster</li> </ul>	<ul style="list-style-type: none"> <li>• Troop Librarian</li> <li>• Troop Historian</li> <li>• Troop Guide</li> <li>• Bugler</li> <li>• Instructor</li> </ul>
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- b. **Eagle rank** - one or more positions with six months in office:
 

<ul style="list-style-type: none"> <li>• Senior Patrol Leader</li> <li>• Assistant Senior Patrol Leader</li> <li>• Patrol Leader</li> <li>• Junior Assistant Scoutmaster</li> <li>• Den Chief</li> <li>• Troop Chaplain Aide</li> <li>• Troop Scribe</li> </ul>	<ul style="list-style-type: none"> <li>• Troop Quartermaster</li> <li>• Troop Librarian</li> <li>• Troop Historian</li> <li>• Troop Guide</li> <li>• Instructor</li> <li>• OA Representative</li> </ul>
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*Note: The Scoutmaster can designate an assigned leadership project in lieu of the positions outlined above.*

## **6. Scout Spirit and Participation**

- a. **Scout Spirit:** In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout spirit by living the Scout Oath and the Law in his everyday life.
- b. **Participation:** All Scouts in the Troop are encouraged to participate in all Troop activities. To meet participation requirements for any rank, an active Scout must attend at least 50% of all troop meetings and outside activities during the period prior to his advancement request (The intent of this requirement is to specify guidelines that require scouts to be active at meetings, outings and service projects. For typical active scouts, three months of active participation prior to tenderfoot, second class and first class and six months prior to Star, Life and Eagle are required. The Scoutmaster and Committee are available to review participation histories with Scouts when requested.)

## **7. Order of the Arrow**

To become a member, you must be a registered Boy Scout and hold the rank of First Class. The Scout must have experienced a minimum of 15 days and nights camping (including 6 days and 5 nights at a resident camp). Scouts are elected by their fellow Scouts following approval by the Scoutmaster.

Adult Scouters can become members and must meet the same requirements as above. The one exception is that an adult is nominated by the Troop and voted on by the executive committee of the Lodge. The Scoutmaster will nominate the adult after consultation with other adult OA members and the Troop Committee.

## **VII. Chapter 7 – Discipline**

### **8. General**

The doors of Scouting are always open to those who strive to follow its law. The Scout leaders will primarily handle adherence to Troop policies. Adults will intervene only to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or to restore order in extreme cases of unruliness.

### **9. Obedience**

The Troop is obedient to the Scout Oath and Law. Obedience to the Scout Oath and Law includes respect for Scout and adult leadership, and all members and guests of the troop.

Under no circumstances will adult or boy leaders administer punishment for any reason. Hazing, of any type, will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity.

### **10. Enforcing Discipline**

Scout leaders should remember and use their chain of command.

- a. Patrol Leaders will handle discipline in the patrols. Patrol Leaders have the authority to ask any patrol member to leave a patrol meeting and report to the Senior Patrol Leader.
- b. When the Patrol Leader cannot handle the problem, he must get help from the Senior Patrol Leader. The only person the Senior Patrol Leader will accept a complaint from is the Patrol Leader. The Senior Patrol Leader has the authority to ask that Scout to leave the meeting area and report to the Scoutmaster.
- c. When the Senior Patrol Leader cannot handle the problem, he must get help from the Scoutmaster. The only person the Scoutmaster will accept a complaint from is the Senior Patrol Leader.
- d. When the Scoutmaster is approached with a complaint, it will be recorded on the Scout's record. The Scoutmaster will take the following actions:
  - I. First Senior Patrol Leader complaint - Conference with the Scoutmaster.

- II. Second Senior Patrol Leader complaint - Conference with the Scoutmaster and a phone call to parents explaining the problem and stating that one more complaint may result in a suspension for one month. Parent(s) may be requested to attend meetings to help supervise their Scout. The Scout may be assigned to appear before a board of review as a lesser disciplinary action prior to suspension from troop activities.
  - III. Third Senior Patrol Leader complaint - Conference with the Scoutmaster and parents. Based on the Scoutmaster's recommendation, the Scout may be suspended from all troop activities by the Scoutmaster for a period of time.
- e. These procedures are not meant to discourage Patrol Leaders or the Senior Patrol Leader from seeking advice from the Scoutmaster or any adult leader when they are having leadership challenges. They are only intended to state discipline options.

#### **11. Reinstatement Review Board**

- a. This board evaluates Scouts suspended from the troop as a result of the third Senior Patrol Leader complaint or for the use of drugs, alcohol and/or tobacco products discussed below. After the completion of the defined suspension period and prior to resuming Troop activities, the Committee Chairman will convene a reinstatement review board to meet with the Scout and his parents to assess his intentions regarding pursuit of the Scouting program. The members of the troop reinstatement review board will consist of the Committee Chairman, Scoutmaster and Senior Patrol Leader. If necessary, designated representatives from the Troop Committee can also be members.
- b. Based on the conclusions of the Board, the Scout will either resume troop participation and activities or continue his suspension for a period as recommended by the Scoutmaster and approved by the Board
- c. Continuation of the suspension requires a meeting with parents, the Committee Chairman and Scoutmaster to discuss the position of the board.
- d. Upon reinstatement a Scout will be on probation for a minimum of two months. An additional infraction within the probation period is grounds for immediate dismissal by the Troop Committee.
- e. Failure to attend the review board meeting will result in an automatic dismissal from the troop.

#### **12. Drugs, Alcohol and Tobacco**

- a. Any Scout guilty of using, possessing and/or distributing drugs, alcohol, and/or tobacco products during a Troop event/activity, will automatically be dropped from the Troop roster. The Scout's parents will be advised of all actions taken. At a later date, the Scout may be allowed to return once his problem has been resolved to the satisfaction of the Troop Reinstatement Review Board.
- b. If a Scout is required to take prescription medication during the period of a Troop event, his parents will discuss the requirement with the Scoutmaster. Serious medical requirements may require a parent to attend an event and personally administer medication.

#### **13. Dos and Don'ts / Electronic Devices**

- a. The Scoutmaster can confiscate and destroy all items deemed inappropriate or dangerous. If practical, such items will be confiscated and returned to the Scout's parents.
- b. Troop policy prohibits Scouts from buying, possessing or using fireworks during any Troop activity.
- c. Firearms will be permitted at Troop meetings only if the program calls for such activities. Any such activities will have the approval of the Scoutmaster and the Troop Committee.
- d. Sheath knives are not permitted. Scouts can carry pocketknives after they earn their toting chit as prescribed by BSA training requirements.
- e. Each Scout is responsible for making restitution for any damage caused by his actions or negligence. A Scout is trustworthy.
- f. A Scout cannot drive a vehicle to Troop activities unless cleared to do so by his parents, the Scoutmaster, and the Committee Chairman. If permitted, under no circumstances is the Scout allowed to transport other Scouts.

- g. Any Scout transported to and from a Troop event is the guest of the driver. Scouts will follow the rules set by the driver, e.g., eating, drinking, seating arrangements and noise levels. Seat belts must be worn at all times.
- h. Fighting is not permitted and is grounds for immediate disciplinary action.
- i. Sexually explicit materials will not be brought to Troop activities. If discovered, all materials will be confiscated and returned to the Scout's parents.
- j. Foul language, swearing, cursing, blasphemy and abusive/suggestive gestures will not be tolerated during Troop activities.
- k. Any clothing or other personal items displaying or promoting satanic, drug, alcohol, tobacco, sexual, or obscene messages will not be worn during any Troop activity. If discovered, the item will be confiscated and returned to the Scout's parents.
- l. Troop policy allows Scouts to bringing radios, compact disc or cassette players and/or electronic video games on outings, as long as they do not interfere with the scout's participation on the outing. Scouts must recognize that the troop and troop leaders have no responsibility for the equipment should a loss occur.
- m. Cell phones are becoming a ubiquitous part of our lives. But their use on outings and at meetings by scouts, in some cases, detracts from the scouting experience, from the Scout's ability to listen to instructions, and from his participation. They can, however, when used appropriately, add value to the communication channels to the parents. The majority of adult leaders carry cell phones and can be used in the case of emergency. The adult leader in charge of the outing will set the policy for cell phone use by the scouts on the outing.

## **VIII. Chapter 8 - Outdoors Activities**

### **1. General**

The Troop program is designed for fun outdoors. The Troop Committee, in support of the Scoutmaster, will make every attempt to have at least one outdoor activity per month. These activities will most often be camping trips, but on occasion will be day events. The activities planned for these events will reinforce the skills and ideals of Scouting.

### **2. Planning Activities**

Camping trips and activities are planned by the PLC and supported by the Outdoor Activities Coordinator. Trip and activity themes will be related to Troop monthly meeting themes.

### **3. Supporting Activities**

- a. Two registered adult leaders or one adult leader and a parent of a participating Scout (at least one leader must be 21 years of age) are required for all trips or events. If there is a female guest (Venture crew) then one leader must be a female 21 years of age or older.
- b. The Scoutmaster, an Assistant Scoutmaster or a Troop Committee member will be assigned responsibility for each trip or event.

Responsibilities include:

- Provide trip details in an informational flyer two weeks in advance to all Scouts and parents. As a minimum, a trip itinerary and required Scout fees will be discussed.
  - Filing camp/facilities request forms
  - Filing tour permits two weeks in advance
  - Arranging transportation
  - Accounting for necessary fees (camp fees and food costs)
  - Assuring adequate leadership is available
- c. **Guidelines for Transportation:**
    - All vehicle drivers must be licensed and at least 18 years of age.
    - As a minimum, the driver will have property damage and personal liability insurance coverage at dollar limits prescribed by the state of Virginia.
    - Occupancy limits of the vehicle must not be exceeded.
    - Each occupant must wear a seat belt.

#### 4. Activity Costs

- a. Scouts participating in outdoor trips will be responsible for the cost of the event.
- b. Food will normally be the responsibility of the patrol. Prior to the event each patrol will determine a trip menu then develop a shopping list. The patrol will assign responsibility to purchase food from the shopping list.

The Scout(s) buying food will divide the total food cost by the number of patrol members attending the trip. Each participating patrol member will be called prior to assembling for the camping trip/event and informed of his "fair share" of the food cost. Scouts will repay the appropriate money to the Scout(s) who purchased the food prior to departure for the trip.

Scouts who commit to attend an outdoor trip will be responsible for their share of the food cost if they do not go. They will be expected to repay the money by the next Troop meeting. Failure to do so will result in disciplinary action. Scouts will not be allowed to participate in future camping trips until their debt is paid.

The Patrol Leader will maintain a patrol record on menu planning and food purchasing duties to ensure all members share in the responsibility.

- c. Occasionally, the Troop will practice troop dining rather than the normal patrol method. In these cases the same procedure described in **4b** will be used to plan and purchase food.
- d. The Troop must have a firm commitment for trip participation, including supporting funds, not later than the last Tuesday meeting before departure on an event. We realize the dynamics of family schedules; but, parents must understand outdoor activities with large groups of Scouts requires detailed planning to ensure the availability of food, water, transportation, tents, funds and adult supervision. Unannounced participants or last minute cancellations create hardships on the entire troop.

#### 5. Camping

Whenever possible patrols will camp as units and practice the patrol method. Each patrol will have:

- A separate campsite
- Its own cooking and campfire site
- Its own dining fly
- Its own patrol flag

The Venture crew and adult leadership will also function as patrols. Each group will strive to provide the best example of camping practices.

- a. The buddy system will be used on all trips.
- b. Scouts will not leave a campsite alone nor without the permission of the Scoutmaster/Asst. Scoutmaster.
- c. Patrol Leaders will prepare a duty roster for each outdoor trip and post it at the patrol campsite. The duty roster will establish a rotating schedule to ensure work such as cooking, cleaning and wood gathering is assigned in a fair manner. All Scouts will share in the work and duties required to maintain a campsite.
- d. All Scouts will observe the Outdoor Code. This will include leaving the campsite in better condition than it was originally found.
- e. Upon return from an outing, all Scouts are expected to assist in returning the troop gear to storage.
- f. **Cooking:** Various forms of cooking - individual, patrol and troop - will be experienced throughout the year. Trip cooking methods will be determined by the PLC and will depend on the scheduled activities.
- g. **Visitors on Outings:**
  - i. Adult family members are encouraged to participate in troop camping trips. Guests will pay the same camp and food fees as other members of the troop. Guests will be expected to provide their own camping equipment, i.e., tents, bedding and cooking utensils. The troop may be able to provide some equipment but requirements must be identified in advance. The troop's ability to respond will depend on the number of members participating in the event. Should the number permitted on an outing be limited, in no cases will a family member displace a scout's

chance to participate. Siblings may be permitted to attend outings only if a parent is in attendance. The parent will be responsible for the sibling at all times.

- II. Prospective Boy Scouts can be invited to attend camping trips/events in accordance with BSA regulations. A Scout intending to invite a guest on a Troop trip must notify the Patrol Leader, Senior Patrol Leader and Scoutmaster to ensure the guest is included into the planning for logistic support. The prospective Scout must provide a permission slip from his parent authorizing him to attend the event and a medical release form authorizing emergency treatment.
- III. Female guests under 18 will be permitted on overnight camping trips provided they have parental permission. Under no circumstance will unmarried male and female campers share tents. If there are female guests, one adult leader must be a woman 21 years of age or older.

## IX. Chapter 9 – Equipment

### 1. General

The Troop operates under the old adage "Take care of your gear and your gear will take care of you."

- a. Each Scout is responsible for providing his own personal camping equipment.
- b. The Troop Committee's responsibility is to secure adequate number of tents, cook kits and other outdoor gear. The Committee Equipment Coordinator will work closely with the Troop Quartermaster to maintain and store Troop equipment.

### 2. Equipment Categories

- a. **Personal equipment:** Includes items such as pack, sleeping bag, individual cooking and eating utensils, water bottle, flashlight, foul weather gear, etc. Scouts not in possession of personal equipment, safe for the conditions of an event, will not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for the climatic conditions, etc.
- b. **Troop equipment:** Generally limited to those items necessary to support group activities, special events and adult participation at camping trips, i.e., tarps, ropes, ground cloths, tents, axes, camp shovels, saws etc.
- c. **Patrol equipment:** The Troop will provide each Patrol its "fair share" of available equipment to include items such as a patrol box, chef kit, large cooking pots and pans, stove, dish pans, etc.

### 3. Control of Equipment

- a. **Personal equipment:** Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the Scout's name, initials and/or identifying mark to avoid disputes over ownership of similar items.
- b. **Troop equipment:** The Troop Quartermaster is responsible for storage and control of Troop equipment. The Troop equipment is issued to the Patrol Leader, assistant Patrol Leader or acting Patrol Leader and is returned to the Troop Quartermaster in **clean and usable condition**.
- c. **Patrol equipment:** For use by members of the patrol. Each item will be marked with the Patrol number and stored in the Patrol box or locker.

### 4. Duties and Responsibilities

- a. **Committee Equipment Coordinator:**
  - Supervises the Troop Quartermaster in the execution of his duties
  - Provides recommendations to the Troop Committee on equipment purchases
  - Instructs the Troop in safe use of all Troop equipment, filling propane bottles and fire extinguishers
  - Oversee a major project, which the Troop Quartermaster must perform during his tenure
- b. **Troop Quartermaster:**

- Responsible for all Troop equipment, under the guidance of the Committee Equipment Coordinator
  - Maintains an accurate inventory of Troop equipment
  - Issues equipment for use by individuals or patrols
  - Ensures equipment is returned in a clean and serviceable condition and equipment is stored in a clean, neat and orderly manner
  - Makes recommendations concerning equipment and its use to the Committee Equipment Coordinator. The Troop Quartermaster and Committee Equipment Coordinator will present a Troop Gear Inventory Report and make any needed recommendations to the Committee at least once during the Troop Quartermaster's term.
- c. The Patrol Leader or assistant Patrol Leader will check out and return Troop equipment used by the patrol and will assure that it is returned in a clean and useable condition.

## 5. Equipment Safety

- a. **Chemical stoves and lanterns:** The Troop will furnish compressed-gas (propane) stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults, in accordance with the Guide to Safe Scouting and the regulations of the local campsite. A Troop fire extinguisher will be maintained in the immediate area of all propane equipment.
- b. Liquid or propane-fueled heaters are prohibited at Troop camping functions (see note above about propane)
- c. Lanterns and/or stoves will not be operated inside tents under any circumstances.

## 6. Damage to equipment

- a. Willful damage to property is a violation of the Scout Law. "A Scout is trustworthy." Any Scout willfully damaging Troop, patrol or another Scout's personal equipment will be subject to committee disciplinary action and required to replace damaged equipment.
- b. The Troop Quartermaster will investigate accidental damage to equipment under the supervision of the Committee Equipment Coordinator. If the accident was the result of negligence, the negligent party will be given an opportunity to replace the damaged equipment.
- c. Gear damaged or worn through normal wear and tear will be replaced by the Troop as recommended by the Committee Equipment Coordinator.

## 7. Gear for New Scouts

- a. A new Scout will have a Boy Scout Handbook by his first meeting. The Scout should bring the handbook to all Scouting functions until he has reached the rank of First Class unless told otherwise by the Scoutmaster.
- b. Uniform requirements are covered under Chapter 2. Due to the high cost of uniform items the purchase of uniforms may be spread out over several weeks. The shirt with the proper identification symbols should be the first priority.
- c. Due to the cost of equipment, its purchase should be restricted to essential items until you determine your Scout's interest in outdoor camping. The following personal equipment items will be required at some time during a Scout's career. Discuss equipment purchases with the Scoutmaster and Scout before you make expensive purchases.
- Sleeping bag rated to 20 degrees Fahrenheit or lower.
  - Mess kit to include bowl, spoon and cup.
  - Canteen, Nalgene bottle, platypus or other plastic bottle sufficient to carry two quarts of water.
  - Backpack, frame type is suggested.
  - Flashlight with fresh batteries.
  - Toilet kit with personal hygiene items to include toothbrush, toothpaste, comb, soap, bath towel, wash cloth, deodorant, etc.
  - Emergency toilet paper.
  - Sweater/jacket/sweatshirt in fall, winter and spring.
  - Poncho or raincoat.
  - Change of socks, underwear and outerwear.
  - Personal first aid kit as described in the Scout Handbook.
- d. The Troop requires at least two boys sleep in every tent. This promotes the buddy system and working together as a team. The Troop generally has enough tents to accommodate all campers; however, a scout may invest in a personal

tent similar to what the troop owns, which is a Eureka Timberline 2 Man. These tents cost approximately \$100 each in 2008. Contact the Scoutmaster or Committee Equipment Coordinator if you would like to get one. No other tent may be used by a scout on an outing other than troop tents or personally owned Eureka Timberline tents, without specific permission from the scoutmaster in charge of the outing. Like the uniform, the tents offer a sense of organization and belonging.

- e. Adults desiring to accompany the Troop on a camping trip can use Troop tents on a first come, first served basis – after all Scouts are assigned tents. Adults may not tent with their sons in the Troop.
- f. **Future gear needs:** As your Scout gets into Scouting activities he will develop additional equipment needs. Each year the Troop schedules 25 - 30 days and nights of camping. Eventually he could use hiking boots, a pocketknife, rain/foul weather clothing, sleeping pad, etc. Use your own good judgment. If you have questions about additional equipment purchases, ask any adult leader.